Correspondence with Vendors

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Purchasing Office

4.1.1 Following the transmittal of a purchase order to a vendor, all correspondence in connection with the fulfillment of the order or contract is to be handled by the Purchasing Office.

4.2 Changes to Purchase Orders

4.2.1 Authorization for a vendor to make any change to a purchase order must be given by the Purchasing Office. Departments are to communicate with the Purchasing Office if a purchase order change is desired. The Purchasing Office will request the changes on the official University change order.

4.2.2 It must be understood that in direct correspondence between department and vendor, no terms and conditions of the order, including destination of shipment, can be changed. Additionally, items cannot be added to the order nor can any part of the order be canceled. Any changes in an issued purchase order must be made by the Purchasing Department, through the use of a change order

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates